



STATE OF MAINE
BUREAU OF GENERAL SERVICES

*Architect / Engineer
Procurement Process*

The standard procurement process of Architect and Engineer design services for public improvements is a Qualification Based Selection (QBS) process per statute (Title 5, §1742 subs. 6), described briefly here.

- 1.) The [advertisement](#) of this Request for Qualifications is the initial step in the process after the Agency assures that the project itself approved and funded. A clear scope of services statement is an essential component of the advertisement.
- 2.) [Interested firms respond](#) to the Request for Qualifications (RFQ) as described below, submitting the Letter of Interest and Statement of Qualifications to the Selection Committee.
- 3.) The [Selection Committee screens all submissions](#) and invites the most qualified firms to interview for the project, typically three to five firms.
- 4.) The [Selection Committee interviews the firms](#).
- 5.) The [Selection Committee ranks all of the interviewed firms](#). The Committee [negotiates an agreement](#) with the highest ranked firm based on the scope of professional services identified in the RFQ and interview.
- 6.) A [BGS Professional Services Agreement](#) is drafted.
- 7.) An insurance certificate and approved agreement is required before work commences.



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Notice to Architects and Engineers
Request for Qualifications

The The Maine Department of Defense, Veterans and Emergency Management (DVEM) wishes to procure architectural/engineering services for the **renovations** at readiness centers in Houlton, Calais, and Belfast, Maine.

The scope of this project includes, but is not limited to, building envelope evaluation, structural evaluation, code compliance review, HVAC upgrades, building automation control systems, electrical system upgrades, fire suppression/fire alarm system upgrades, space re-allocation, interior finishes, energy conservation strategies and site work.

Responses to this RFQ should highlight the firm's recent completed renovation experience with similar type facilities, fire suppression/alarm system design experience, conversion of heat systems from steam to hydronic, and using UFCs as a basis of design

The initial scope of services will include preliminary design with the expectation of future design and construction administration duties. DVEM reserves the option to select one, two or three Architect/Engineer firms for the three renovation projects, based on the outcome of the qualifications based selection process. The firm or firms may be required to coordinate this work or additional work with other consultants contracted by the Owner.

Interested firms should submit *five paper copies* and *one electronic copy* of a Letter of Interest with a Statement of Qualifications which includes the firm's:

- A. qualifications to undertake this project;
- B. experience with budgets and project cost control, with some results of the firm's activities;
- C. list of projects that demonstrate the firm's capabilities;
- D. list of recently completed work of similar type and size projects, with client contact information for each project;
- E. profiles of key personnel who will be involved in the project;
- F. statement of current workload and ability to absorb the project;
- G. proximity to the project sites relative to the ability to provide responsive service; and
- H. list of business references other than those listed above, including contact information.



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The *paper copy* of the Letter of Interest and Statement of Qualifications should be sent to [Mr. Mark Roberts, SRM Engineering Supervisor , Camp Keyes-BLDG 8, 194 Winthrop Street, Augusta, Maine 04333-0033](#) so as to be received not later than **4:00 PM** on **07 March 2014**. The *electronic copy* of the Letter of Interest and Statement of Qualifications should be sent as an attachment to an email addressed to BGS.Architect@Maine.gov and mark.e.roberts50.nfg@mail.mil so as to meet the deadline noted above.

Firms responding will be screened and interviewed on the basis of qualifications only. Project fees and specific design solutions for this project will not be discussed at the interview. Specific program information will not be available before the screening of qualification packages. The selection committee will rank all firms and negotiate fees with the highest ranked firm.